

IDAHO DEPARTMENT OF CORRECTION

Sample Career Development Plan

Note: This document reflects the standard format that must be used when an employee wishes to move up within a given career path or chain of command but currently lacks the skills or experience necessary for such advancement.

Name: (First, MI, Last)	Job Title:	Job Location:
	Employee ID #:	Date Conducted:

Step 1: Write down your primary career interest.

Primary Career Interest: Leadership

Step 2: Identify long-term professional goals (including positions desired within the company).

Long-term Professional Goals:

1. Become a sergeant
- 2.
- 3.

Step 3: Identify short-term professional goals that will contribute to long-term interests.

Short-term Professional Goals:

1. Become a top performer on evaluations
2. Promote to Correctional Officer 3
3. Join the CERT team

Step 4: List two (2) to three (3) activities that will help you achieve each goal. Be sure to specify how you will accomplish the activity, including any resources you might need, and when you will start and finish it.

Career Development Activities:

Short-term Goal 1: Become a top performer on evaluations

Activity 1: Review prior evaluations and plan areas to improve

Starting Date: Today, Monday, July 15th

Date of Completion: Plan in place by next Friday, July 19th.

Short-term Goal 2: Promote to CO3 position

Activity 2: Apply on-line and take test

Starting Date: By August 17th

Date of Completion: By August 17th

Short-term Goal 3:

Activity 3:

Starting Date:

Date of Completion:

Step 5: Describe tasks in your current job that are contributing to long-term goals and that you would like to emphasize or perform more frequently.

Suggested Task Emphasis/Expansion:

1. Research staff issues and make recommendations and provide solutions to sergeant.

Step 6: Describe tasks in your current job that are not contributing to long-term goals. Suggest ways to minimize, eliminate or delegate them to others.

Suggested Task Minimization/Elimination:

1. I am currently working the night shift, so I suggest I be moved to days to be alongside sergeant.

2. I am currently working tower post, so I suggest a change in post to be alongside sergeant/staff.

Step 7: Write down any additional skills, knowledge, or experience you would like to acquire that may directly or indirectly help you in your current or future positions.

Additional Skills/Knowledge/Experience Desired:

1. I will seek to become a member of a committee representing the institution.

2.

Step 8: Describe when and how progress checkpoints will occur **and** what developmental activities will be completed or discussed at that time. (**Note:** The type of follow-up may consist of memos, phone calls, meetings, etc.)

Progress Checkpoints:

Checkpoint 1: Meeting with mentor

Date and time of checkpoint: Monday, August 5, 10:00 a.m.

Purpose: Discuss progress, test results, and further objectives.

Checkpoint 2:

Date and time of checkpoint:

Purpose:

Step 9: Write down your secondary career interest.

Secondary Career Interest: (Follow the same format shown in steps 1 through 8 above.)